

**ADDENDUM TO
DIRECTIVE 708 COURSE EQUIVALENCY DATED 7 JULY 2001**

September 2002

In response to your request and the need to reduce equivalency review time and instill a perception of a fair and equitable review process the Defense Acquisition University (DAU) is instituting several policy changes within the DAU Course Equivalency Program. These changes are effective from the date of this letter and are provided for your information and adherence. This letter serves as an addendum to DAU Directive 708-1, Course Equivalency, dated July 27, 2001 (Attachment 1), until these policy changes can be incorporated into the next directive revision.

During the past several months, DAU and the American Council on Education (ACE) conducted several pilot equivalency reviews and found that the review time to conduct course equivalency reviews could be significantly reduced. To effect this goal, DAU will utilize ACE to provide an independent and quick response course equivalency review. Based on the information in the review, DAU will render an "equivalency" determination. ACE will follow the same procedures and checklists that DAU course managers and education specialists have used in the past when conducting course equivalency reviews (Attachment 1 Enclosures 2 and 3). All equivalency review requests will be forwarded to ACE through DAU for evaluation and recommendation. Future extension requests will require training providers to re-submit a complete equivalency request/package (i.e., questionnaire, course materials, textbooks, examinations, instructor resumes, etc.) **Extension reviews will be required only if a 25% change has occurred in either the DAU course or the equivalent course. If a 25% change has not occurred, DAU will grant an extension. If necessary, DAU and ACE will work with training providers to align equivalency reviews with ACE credit recommendation reviews. New equivalencies and future extensions will be granted for three years versus two years.** The cost for ACE reviews (initial and extensions) will be borne by the educational institution requesting equivalency. ACE will prepare a cost proposal upon receipt of each equivalency submission. **On a trial basis, ACE is willing to accept review and/or extension materials on a searchable CD-ROM versus paper copy for reviews that are not complex. Accompanying materials not on a CD-ROM would need to be submitted in paper copy. The key to the success of an equivalency review is a well defined mapping of learning outcomes. Based on the outcome and success of this trial, it may be possible that the larger and more complex reviews may be submitted on a searchable CD-ROM versus paper copy and would potentially reduce the high printing costs that some providers are experiencing.**

As a matter of policy, DAU conducts an End-of-Course (Kirkpatrick Level I) Survey for all students to gauge their reaction to the instruction and how they plan to use the knowledge and skills gained from the course. In order to track student reaction regarding equivalent courses, DAU requires that each Department of Defense (DoD) attendee of equivalent training answer the DAU End-of-Course Survey. A copy of the survey is attached for your information (Attachment 2). Equivalent offerors will provide data on all DoD employees that attend equivalent training. The following attendee information is required: name (last, first, mi), SSN, agency, phone number, and e-mail address. The reporting template has been provided (Attachment 3). The equivalent course name and number along with DoD employee information will be submitted within five working days after completion of training to lisa.johnson@dau.mil. DAU will furnish the results of the survey data for your offerings upon your request. **If multiple courses form an equivalency, please submit student information at the completion of the final course offering or when the student requests an equivalency certificate.**

DAU student materials will be provided via the DAU Provost in hardcopy format. Student materials are defined as learning objectives, lesson assignments sheets, and textual materials (i.e., all instructional materials provided to the student on the first day of class). It is the responsibility of the equivalent training provider to develop and maintain currency of course materials. DAU will continue to inform equivalent training providers when more than 25% of the content is changed within a DAU course, new learning objectives are added to a DAU course that may not be covered in the equivalent course based on prior equivalency reviews, student assessments and/or instructor qualifications change.

Failure to abide by these new policy changes will result in revocation of equivalency status. These policy changes will improve upon the course equivalency process and the quality of the training that is received by acquisition workforce members. All questions should be directed to (703) 805-3503.

Sincerely,

Acting Provost